

REQUEST FOR OUT-OF-STATE TRAVEL

Governor's Office of Faith-Based and Community Initiatives

Honorable Bob Riley
Governor of Alabama
Montgomery, AL 36130
Date: _____

Dear Governor Riley:

Request is respectfully made for authorization of travel for the purpose of:

In the City of _____ State of _____

Mode of Transportation: _____
Lodging (specify hotel): _____
Date of Departure: _____
Date of Return: _____

Signature _____
Print Name _____
Social Security: _____

Expenses will be paid from:

State Funds ()
Federal Funds ()
_____ Fund ()

APPROVED _____
(DIVISION HEAD)
APPROVED _____
(DEPARTMENTAL DIRECTOR)
APPROVED _____
(GOVERNOR)

ESTIMATED COST:

Transportation: Airline _____
Conference Fee _____
Registration Fee _____
Room _____
Meals _____
In-city Taxi _____
In-city Car Rental _____
Airport Parking: _____
Baggage Handling _____
TOTAL _____